



**EXECUTIVE DIRECTOR
POLISH FULBRIGHT COMMISSION**

Applications are invited from Polish or American citizens for the Warsaw-based position of Executive Director (ED) of the Polish-U.S. Fulbright Commission. The ED reports to a bi-national Board of Directors designated by the United States and Polish governments. S/he is responsible for both long-term planning and the day-to-day management of the Fulbright Commission's wide range of programs and multi-million dollar budget. The ED is expected to monitor the program and make recommendations to the Board on measures to ensure its growth and development. S/he liaises with Polish government and educational bodies to further develop exchanges with the United States. The position requires travel throughout Poland to promote and encourage applications from all regions and all universities in Poland for the Fulbright program and other U.S. and Polish Government funded programs which are administered by the Polish-U.S. Fulbright Commission. The ED must be strongly committed to promoting mutual understanding between the United States of America and Poland.

Essential Qualifications:

- A minimum of five years' experience in the field of international educational exchange or university-level recruitment for firms hiring highly talented students (knowledge of, or experience with, U.S. Government programs an advantage)
- Thorough understanding of Polish and American society, culture and educational systems
- Demonstrated experience in program and fiscal management, academic recruitment, personnel administration and outreach / public relations
- Proven track record of dynamic leadership, strategic planning and organizational innovation
- Ability to interact effectively with American and Polish academics, government officials, NGO and business leaders
- Strong oral, written and interpersonal communication skills; proficiency in English and Polish required
- Familiarity with modern information systems (Internet, e-mail, other new media)
- Minimum of Masters Degree required
- Demonstrated commitment to equal opportunity
- Demonstrated record of innovation and creativity

A four-year renewable contract based on annual performance review conducted by the Polish-U.S. Fulbright Board of Directors will be offered to the successful candidate beginning on or about September, 2012. Salary is negotiable and commensurate with experience and qualifications. A letter of application addressing the above qualifications and accompanied by a

CV should be received by e-mail to PolishFulbrightED@gmail.com no later than February 10, 2012 (in both Polish and English). Questions about the position should also be submitted to this address. Only applications received by the closing date will be considered.

Information about the worldwide Fulbright Program can be found at:
exchanges.state.gov/academicexchanges/index/fulbright-program.html

Information about the Fulbright Program in Poland can be found at:
www.fulbright.edu.pl